

MCAD Training

The Massachusetts Commission Against Discrimination (MCAD) provides training to the public, including:

- Employees
- Supervisors and managers
- Human resources professionals
- Attorneys
- Realtors
- Housing providers
- Tenants and homebuyers
- Community groups

MCAD workplace-based training for employees, supervisors, and managers is provided to employers with 200 employees or less only.

Training sessions range from two hours to four days, depending on the topics covered. All training programs include a number of interactive exercises, such as case studies, role plays, and quizzes.

Requesting Training

To request a training session or for more information about the MCAD's training services, please contact the MCAD training unit at 617-994-6072, or by email at TAssistance@massmail.state.ma.us.

Topics

The MCAD tailors sessions to each audience's particular needs and interests. Training topics include:

- Preventing and Addressing Discrimination in the Workplace
- Preventing and Addressing Discriminatory Harassment in the Workplace (including sexual harassment)
- Accommodating Disability and Religion in the Workplace
- Preventing Housing Discrimination
- Massachusetts Civil Rights Overview
- Conducting Internal Discrimination Complaint Investigations
- Know Your Rights
- Train-the-Trainer
- Introduction to the MCAD

Training Fees

The following fees apply to all training services provided by the Commission:

- Half-day sessions (4 hours or less): \$25 per participant
- Full-day sessions (4½ to 7 hours): \$40 per participant

A minimum of 10 participants and/or a minimum payment of \$250 (half-day) or \$400 (per full day) is required. Generally, a maximum of 40 participants may be included in each training session. In cases of financial hardship, requests may be made to reduce or waive the training fee.

MCAD/Massachusetts Continuing Legal Education (MCLE) Discrimination Prevention Training Program

Each year, the MCAD and MCLE co-sponsor a program to prepare employment attorneys, human resources professionals, and consultants to conduct workplace discrimination prevention training and internal discrimination complaint investigations.

The Train-the-Trainer course includes:

- Law and Training Skills Prerequisites (two half-days)
- Preventing Discrimination in the Workplace (three days)
- Preventing Harassment in the Workplace (two days)

The Investigations course meets for two days.

Graduates of these courses may opt to be placed on the MCAD's training and investigations referral lists.

To receive this year's course information, contact MCLE and ask to be placed on their mailing list. Then, check the winter catalog for the MCAD course flyer and application. MCLE can be reached at 617-350-7006.

Remedial Training

Some training sessions are required by MCAD hearing decisions or case settlements. In these instances, the employer may choose among training by the MCAD, a graduate of the MCAD train-the-trainer program, or a trainer of its choice approved by the MCAD. Generally, there are specific requirements regarding training topics, length, and documentation.

For More Information about the MCAD

Information about the MCAD is available on the Commission's web site at www.mass.gov/mcad, including a number of fact sheets, guidelines, and other publications.

MCAD Training Regulation

All MCAD training is conducted in accordance with 804 CMR 11.00, available at <http://www.mass.gov/mcad/trainingservicesregulations.html>.

**Massachusetts Commission
Against Discrimination**
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MCAD TRAINING SERVICES

**Massachusetts Commission
Against Discrimination**

*1 Ashburton Place, Room 601
Boston, MA 02108*

617-994-6000 *Main Number*
617-994-6072 *Training Unit*

Dorca I. Gomez, Chairwoman
Walter J. Sullivan, Jr., Commissioner
Cynthia A. Tucker, Commissioner

Rebecca Shuster, Director of Training